

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT OFFICE OF HIGHWAYS		EDSM No: III.1.1.9
ENGINEERING DIRECTIVES AND STANDARDS		
VOLUME	III	Revision Date: December 28, 2015
CHAPTER	1	Subject:
SECTION	1	
DIRECTIVE	9	PROJECT SITE INTERVIEWS

1. PURPOSE:

The purpose of this directive is to establish a uniform policy on conducting project site interviews for the labor compliance program.

2. SCOPE:

This directive outlines the requirements of each review.

3. PROCEDURE:

Project site interviews shall be made on a regular basis (i.e., one employee interview per contract, per quarter; which can include the prime contractor and/or the subcontractor after they have been on site for one week) to determine if the contractor's employees are being paid the minimum wage. **The Project site interviews shall be conducted on contracts valued at \$500,000 and above.** This review shall also include a study of the contractor's payrolls as well as interviews of contractor's personnel on the job site. All project site interview forms shall be uploaded in the Contractor's Payroll file in Content Manager. This form shall include the names and classifications of the employees interviewed.

Interviews should be conducted and recorded on the attached Project Site Interview form. All Interviews shall be conducted by the Project Engineer or designee.

Should these reviews of the contractor's payroll and wage interviews of the individual workman determine that the contractor is not paying the minimum wage specified in the contract; the contractor must be notified, in writing/email, by the Project Engineer's Office of this deficiency with a copy of the written notification/email sent to the Compliance Manager.

Should the contractor not take immediate action to correct any deficiencies, the Labor Compliance Manager must be notified by the Project Engineer's Office, so that appropriate action can be taken.

If all existing contractor's and subcontractor's employees have been interviewed on a project, then the Project Engineer must document with a letter all interviews are complete. After the letter is uploaded in Content Manager the Labor Compliance Program Manager can approve for the project site interviews to be suspended.

4. OTHER ISSUANCES AFFECTED:

All directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded.

5. EFFECTIVE DATE:

This directive will be effective immediately upon receipt.



JANICE P. WILLIAMS, P.E.
CHIEF ENGINEER

PROJECT SITE INTERVIEW FORM

STATE PROJECT NUMBER: DATE: _____

PARISH: _____

CONTRACTOR: _____ PRIME: _____ SUB: _____

EMPLOYEE'S NAME: _____ S.S. NUMBER: _____

EMPLOYEE'S ADDRESS: __N/A____ (Last 4 digits)

Circle One: W B HIS ASIAN AMER. INDIAN

Circle One: M or F

LABOR COMPLIANCE:

1. What is your job classification? _____
2. What is your hourly rate of pay? _____
3. Have you seen the wage rates posted on the job site? YES____ NO____
4. Do you ever work more than 40 hours a week? YES____ NO____
5. Do you receive time and a half for overtime? YES____ NO____
6. Were you ever underpaid on this project? YES____ NO____
7. Have back wages due been satisfied? YES____ NO____
8. Do you feel you are being paid properly according to the posted wages? YES____ NO____

EQUAL EMPLOYMENT OPPORTUNITY:

9. Have you seen the posters on EEO? YES____ NO____
10. Do you know who the Company EEO Officer is? YES____ NO____
11. Were you given a written copy of the Company's EEO Policy? YES____ NO____
12. Do you have meetings to explain the Company's EEO Policy? YES____ NO____
13. Have you ever put in a complaint about discrimination? YES____ NO____
14. Do you feel that, in general, all workers on this project receive equal treatment, regardless of their race, religion, etc? YES____ NO____
15. Other questions or comments: _____

SIGNATURE OF INTERVIEWER: _____

For use of payroll checkers: Is the above information in agreement with payroll data and contract requirements?

YES____ NO____

SIGNATURE OF PAYROLL CHECKER _____

DATE _____

There will be 1 interview per quarter which can include the prime contractor and/or the subcontractor after they have been on the site for one week. All forms after being checked will be placed in content manager under contractor's payroll. Put in the remarks section Project Site Interview.

The Labor Compliance Reviews shall be conducted on contracts valued at \$500,000 and above.